



## STRIPES Reconstruct Audit Steps

Preliminary Steps for each Award Type

Compare PADS/STRIPES data on spreadsheet.

Log into STRIPES.

Click **Open Document**.

Change the **Select From** field from *My Documents* to *All documents*

Search for the Award # associated with the CID # by typing the Award # in the *For* field.

- You may also search by using the Wildcard (%). Type in <<%CID#%>> (Ex. %ER54778%) or type in a unique part of the Award #.

Under *Site*, click the checkbox for *Include Related Sites*.

Click *Search*.

Click on the Document Number.

- When going through each page, verify the Values/data on each page.

**\*\* For your comments, please use “OK” or “No errors” if the file is fine.**

**\*\* Check information against award status sheet and hardcopy awards.**

### **BPA SETUP**

#	Steps	Values / Notes
1	<b>Main</b>	Award Instrument/STRIPES document type will be displayed in the top left corner. BPA Setups do not have Items or Amounts. Status will be Released because it is a parent award to BPA Calls.
2	<b>General</b>	
3	Admin Office	
4	Issuing Office	
5	Invoice Office	
6	Primary Product/Service Code	
7	Period of Performance	
8	<b>Additional Info</b>	
9	NAICS Code	
10	Originating Office	
11	FPDS NG	A PIID should be displayed
12	Program Official	
13	Specialist Official	
14	Credit Card Purchase	
15	Subject to Retention	
16	Approved Financial Exception	
17	SBIR-STTR Award	
18	Safety and Health Clause	
19	OSTI Deliverable	
20	<b>Text</b>	
21	Description	Description should contain at least 5 characters
22	Notes	May contain text regarding source data.
23	<b>Payment Terms</b>	
24	<b>Reconstructs</b>	
25	Mask	# ( <i>Modification</i> ) should be displayed if the original contract was modified
26	Last Modification #	Verify against award status sheet and/or hardcopy award
27	Initial Amount and Used Amount	May or may not have values
28	<b>Vendor</b>	Verify Vendor name and DUNS

29	<b>Validations</b>	Validates entire award. Expected Milestone Plan error may be displayed.
30	<b>Status History</b>	Check the status of the award.
31	<b>Navigator</b>	Check to see the BPA calls and other documents that are associated with this award.
32	<b>Return to Home</b>	

## BPA CALL

#	Steps	Values / Notes
1	<b>Main</b>	Award Instrument/STRIPES document type will be displayed in the top left corner. Verify associated BPA Setup Number beneath BPA Call Number. Amounts are displayed in top right corner. Obligated Amounts should always be less than or equal to Total Amount.
2	<b>General</b>	
3	GSA Contract Number	
4	Award Type	
5	Admin Office	
6	Issuing Office	
7	Primary Product/Service Code	
8	Invoice Office	
9	Period of Performance	
10	<b>Additional Info</b>	
11	NAICS Code	
12	Originating Office	
13	FPDS NG	A PIID should be displayed. BPA Calls will have both PIID (parent/BPA Setup) and Referenced PIID (child/Call).
14	Invoice Approving Official	
15	Program Official	
16	Specialist Official	
17	Credit Card Purchase	
18	Subject to Retention	
19	Approved Financial Exception	
20	SBIR-STTR Award	
21	Safety and Health Clause	
22	Facilities Management Contract	
23	OSTI Deliverable	
24	<b>Text</b>	
25	Description	Description should contain at least 5 characters
26	Notes	May contain text regarding source data.
27	<b>Payment Terms</b>	Verify that a term is selected
28	<b>Reconstructs</b>	
29	Mask	# (Modification) should be displayed if the original contract was modified
30	Last Modification Number	Verify against award status sheet and/or hardcopy award
31	Initial Amount	May or may not have a value
32	<b>Items</b>	Verify the # of items. Click on item #.
33	<b>General</b>	Based on the type of award (i.e., time and materials, indefinite quantity), the fields that are displayed differ.
34	Product/Service Code	
35	Description	
36	Qualifier	By Dollars or By Quantity
37	Amount/Cost	Amount of Item should equal the Award Amount
38	<b>Additional Info</b>	
39	Invoice Matching	Not Required
40	<b>ShipTo / Acct</b>	Multiple ShipTo's may be displayed. The ShipTo Values equal the Award Amount.

41	Click on each ShipTo code	
42	Verify Amount/ShipTo Value/Quantity	
43	Verify Delivery Date or Days After Award/Notice to Proceed/Receipt of Order	Only 1 of the following is required: POP, Delivery Date or Days After Award/Notice to Proceed/Receipt of Order
44	Click Edit to verify the Accounting info, i.e. AFF's	
45	Click Submit to go back to the Delivery Location / Accounting Detail screen	
46	Click Submit to go back to the ShipTo / Acct screen	
47	<b>Funding</b>	Incrementally Funded is selected.
48	<b>Reconstruct</b> (at Line Item level)	Verify Initial Quantity and Initial Amount
49	<b>Validations</b>	Validates Line Item information
50	<b>Return</b>	
51	<b>Vendor</b>	Verify Vendor name and DUNS
52	<b>Validations</b>	Validates entire award. Expected Milestone Plan error may be displayed.
53	<b>Status History</b>	Check the status of the award.
54	<b>Navigator</b>	Check to see the BPA Setup and other documents that are associated with this award.
55	<b>Return to Home</b>	

## CONTRACT

#	Steps	Value/Notes
1	<b>Main</b>	Award Instrument/STRIPES document type will be displayed in the top left corner. In top, right corner, check: Obligation, Total Amount without Options, Total Amount. Obligated Amounts should always be less than or equal to Total Amount.
2	<b>General</b>	
3	Award Type	
4	Admin Office	
5	Issuing Office	
6	Invoice Office	
7	Primary Product/Service Code	
8	Period of Performance	
9	<b>Additional Info</b>	
10	NAICS Code	
11	Originating Office	
12	FPDS NG	A PIID should be displayed
13	Report to FPDS as a Stand-alone Contract	If this is a Contract with DO/TO's, No will be displayed.
14	Invoice Approving Official	
15	Program Official	
16	Specialist Official	
17	Credit Card Purchase	
18	Subject to Retention	
19	Approved Financial Exception	
20	SBIR-STTR Award	
21	Safety and Health Clause	
22	Facilities Management Contract	
23	OSTI Deliverable	
24	<b>Text</b>	
25	Description	Description should contain at least 5 characters
26	Notes	May contain text regarding source data.
27	<b>Payment Terms</b>	Verify that a term is selected
28	<b>Reconstructs</b>	

29	Mask	# ( <i>Modification</i> ) should be displayed if the original contract was modified
30	Last Modification #	Verify against award status sheet and/or hardcopy award
31	Initial Amount, Guaranteed Amount and Used Amount	May or may not have values
32	<b>Items</b>	Verify the # of items. Click on item #
33	<b>General</b>	Based on the type of award (i.e., time and materials, indefinite quantity), the fields that are displayed differ.
34	Award Type	
35	Contract Item #	For An associated Contract
36	Description	
37	Product/Service Code	
38	Period of Performance	Only 1 of the following is required: POP, Delivery Date or Days After Award/Notice to Proceed/Receipt of Order
39	Qualifier	By Dollars or By Quantity
40	Amount	Amount of Item should equal the Award Amount
41	<b>Additional Info</b>	
42	Invoice Matching	Not Required
43	<b>Orders</b>	
44	Allow Delivery/Task Orders?	For Contracts that are stand-alone (not a parent), No is selected and the Contract obligates.
45	<b>ShipTo / Acct</b>	Multiple ShipTo's may be displayed. The ShipTo Values equal the Award Amount.
46	Click on each ShipTo code	
47	Verify Amount/ShipTo Value/Quantity	
48	Verify Delivery Date or Days After Award/Notice to Proceed/Receipt of Order	Only 1 of the following is required: POP, Delivery Date or Days After Award/Notice to Proceed/Receipt of Order
49	Click Edit to verify the Accounting info, i.e. AFF's	
50	Click Submit to go back to the Delivery Location / Accounting Detail screen	
51	Click Submit to go back to the ShipTo / Acct screen	
52	<b>Funding</b>	Incrementally Funded is selected.
53	<b>Reconstruct</b> (at Line Item level)	Verify Initial Quantity, Used Quantity, Initial Amount and Used Amount
54	<b>Validations</b>	Validates Line Item information
55	<b>Return</b>	
56	<b>Vendor</b>	Verify Vendor name and DUNS
57	<b>Validations</b>	Validates entire award. Expected Milestone Plan error may be displayed.
58	<b>Status History</b>	Check the status of the award.
59	<b>Navigator</b>	If this is a parent award, check to see the Delivery/Task Orders that are associated with this award.
60	<b>Return to Home</b>	

## DELIVERY/TASK ORDERS

#	Steps	Value/Notes
1	<b>Main</b>	Award Instrument/STRIPES document type will be displayed in the top left corner. Check associated Contract # beneath Delivery/Task Order Number. Amounts are displayed in top right corner. Obligated Amounts should always be less than or equal to Total Amount.
2	<b>General</b>	
3	Award Type	
4	Admin Office	
5	Issuing Office	

6	Invoice Office	
7	Primary Product/Service Code	
8	Period of Performance	
9	<b>Additional Info</b>	
10	NAICS Code	
11	Originating Office	
12	FPDS NG	A PIID should be displayed. Delivery/Task Orders will have both PIID (parent/Contract) and Referenced PIID (child/Order).
13	Invoice Approving Official	
14	Program Official	
15	Specialist Official	
16	Credit Card Purchase	
17	Subject to Retention	
18	Approved Financial Exception	
19	SBIR-STTR Award	
20	Safety and Health Clause	
21	Facilities Management Contract	
22	OSTI Deliverable	
23	<b>Text</b>	
24	Description	Description should contain at least 5 characters
25	Notes	May contain text regarding source data.
26	<b>Payment Terms</b>	Verify that a term is selected
27	<b>Reconstructs</b>	
28	Mask	# (Modification) should be displayed if the original contract was modified
29	Last Modification Number	Verify against award status sheet and/or hardcopy award
30	Initial Amount	May or may not have a value
31	<b>Items</b>	Verify the # of items. Click on item #.
32	<b>General</b>	Based on the type of award (i.e., time and materials, indefinite quantity), the fields that are displayed differ.
33	Product/Service Code	
34	Description	
35	Qualifier	By Dollars or By Quantity
36	Amount/Cost	Amount of Item should equal the Award Amount
37	<b>Additional Info</b>	
38	Invoice Matching	Not Required
39	<b>ShipTo / Acct</b>	Multiple ShipTo's may be displayed. The ShipTo Values equal the Award Amount.
40	Click on each ShipTo code	
41	Verify Amount/ShipTo Value/Quantity	
42	Verify Delivery Date or Days After Award/Notice to Proceed/Receipt of Order	Only 1 of the following is required: POP, Delivery Date or Days After Award/Notice to Proceed/Receipt of Order
43	Click Edit to verify the Accounting info, i.e. AFF's	
44	Click Submit to go back to the Delivery Location / Accounting Detail screen	
45	Click Submit to go back to the ShipTo / Acct screen	
46	<b>Funding</b>	Incrementally Funded is selected.
47	<b>Reconstruct</b> (at Line Item level)	Verify Initial Quantity and Initial Amount
48	<b>Validations</b>	Validates Line Item information
49	<b>Return</b>	
50	<b>Vendor</b>	Verify Vendor name and DUNS
51	<b>Validations</b>	Validates entire award. Expected Milestone Plan error may be displayed
52	<b>Status History</b>	Check the status of the award
53	<b>Navigator</b>	Check to see the Contract and other documents that are associated with this award.

54	Return to Home	
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## GRANT

#	Steps	Value/Notes
1	<b>Main</b>	Award Instrument/STRIPES document type will be displayed in the top left corner. Amounts are displayed in top right corner. Obligated Amounts should always be less than or equal to Total Amount.
2	<b>General</b>	
3	Type of Agreement	
4	Award Date	
5	Award Type	
6	Admin Office	
7	Issuing Office	
8	Sponsoring Office	This field is required.
9	Invoice Office	
10	Primary Product/Service Code	0000
11	Period of Performance	
12	<b>Additional Info</b>	
13	CFDA Number	This field is required.
14	NAICS Code	
15	Originating Office	
16	Invoice Approving Official	
17	Program Official	
18	Specialist Official	
19	ASAP	
20	Approved Financial Exception	
21	SBIR-STTR Award	
22	OSTI Deliverable	
22	<b>Text</b>	
24	Description	Description should contain at least 5 characters
25	Notes	May contain text regarding source data.
26	<b>Payment Terms</b>	Verify that a term is selected
27	<b>Reconstructs</b>	
27	Mask	# (Modification) should be displayed if the original contract was modified
39	Last Modification #	Verify against award status sheet and/or hardcopy award
30	Initial Amount, Guaranteed Amount and Used Amount	May or may not have values
31	<b>Items</b>	Verify the # of items. Click on item #.
32	<b>General</b>	Based on the type of award (i.e., time and materials, indefinite quantity), the fields that are displayed differ.
33	Description	
34	Product/Service Code	
35	Period of Performance	
36	Qualifier	By Dollars or By Quantity
37	Amount/Cost	Amount of Item should equal the Award Amount
38	<b>Additional Info</b>	
39	Invoice Matching	Not Required
40	<b>ShipTo / Acct</b>	Multiple ShipTo's may be displayed. The ShipTo Values equal the Award Amount.
41	Click on each ShipTo code	
42	Verify Amount/ShipTo Value/Quantity	
43	Verify Delivery Date or Days After Award/Notice to Proceed/Receipt of Order	Only 1 of the following is required: POP, Delivery Date or Days After Award/Notice to Proceed/Receipt of Order
44	Click Edit to verify the Accounting info, i.e. AFF's	

45	Click Submit to go back to the Delivery Location / Accounting Detail screen	
46	Click Submit to go back to the ShipTo / Acct screen	
47	<b>Funding</b>	Incrementally Funded is selected
48	<b>Reconstruct</b> (at Line Item level)	Verify Initial Quantity, Used Quantity, Initial Amount and Used Amount if completed
49	<b>Validations</b>	Validates Line Item information
50	<b>Return</b>	
51	<b>Recipient</b>	Verify Recipient name and DUNS
53	<b>Invoice and Payment</b>	Skip
54	<b>Validations</b>	Validates entire award. Expected Milestone Plan error may be displayed.
55	<b>Status History</b>	Check the status of the award.
56	<b>Navigator</b>	Check to see if there are any associated documents.
57	<b>Return to Home</b>	

## IAA

#	Steps	Value/Notes
1	<b>Main</b>	
2		Award Instrument/STRIPES document type will be displayed in the top left corner. Amounts are displayed in top right corner. Obligated Amounts should always be less than or equal to Total Amount.
3	<b>General</b>	
4	Award Type	
5	Admin Office	
6	Issuing Office	
7	Invoice Office	
8	Period of Performance	
9	<b>Additional Info</b>	
10	Originating Office	
11	Invoice Approving Official	
12	Program Official	
13	Specialist Official	
14	Approved Financial Exception	
15	SBIR-STTR Award	
16	Safety and Health Clause	
17	OSTI Deliverable	
18	<b>Text</b>	
19	Description	Description should contain at least 5 characters
20	Notes	May contain text regarding source data.
21	<b>Payment Terms</b>	Verify that a term is selected
22	<b>Reconstructs</b>	
23	Mask	# (Modification) should be displayed if the original contract was modified
24	Last Modification #	Verify against award status sheet and/or hardcopy award
25	Initial Amount and Used Amount	May or may not have values
26	<b>Items</b>	Verify the # of items. Click on item #
27	<b>General</b>	
28	Product/Service Code	
29	Description	
30	Qualifier	By Dollars or By Quantity
31	Amount	Amount of Item should equal the Award Amount
32	Period of Performance	
33	<b>Additional Info</b>	
34	Invoice Matching	Not Required
35	<b>ShipTo / Acct</b>	Multiple ShipTo's may be displayed. The ShipTo Values equal the

		Award Amount.
36	Click on each ShipTo code	
37	Verify Amount/ShipTo Value/Quantity	
38	Verify Delivery Date or Days After Award/Notice to Proceed/Receipt of Order	Only 1 of the following is required: POP, Delivery Date or Days After Award/Notice to Proceed/Receipt of Order
39	Click Edit to verify the Accounting info, i.e. AFF's	
40	Click Submit to go back to the Delivery Location / Accounting Detail screen	
41	Click Submit to go back to the ShipTo / Acct screen	
42	<b>Funding</b>	Incrementally Funded is selected
43	<b>Reconstruct</b> (at Line Item level)	Verify Initial Quantity and Initial Amount if completed
44	<b>Validations</b>	Validates Line Item information
45	<b>Return</b>	
46	<b>Agency</b>	Verify Servicing Agency name and other information
47	<b>Invoice and Payment</b>	Skip
48	<b>Validations</b>	Validates entire award. Expected Milestone Plan error may be displayed.
49	<b>Status History</b>	Check the status of the award.
50	<b>Navigator</b>	Check to see if there are any associated documents.
51	<b>Return to Home</b>	

## PURCHASE ORDER

#	Steps	Value/Notes
	<b>Main</b>	Award Instrument/STRIPES document type will be displayed in the top left corner. Amounts are displayed in top right corner. Obligated Amounts should always be less than or equal to Total Amount.
1		
2	<b>General</b>	
3	Award Type	
4	Admin Office	
5	Issuing Office	
6	Invoice Office	
7	Primary Product/Service Code	
8	Period of Performance	
9	<b>Additional Info</b>	
10	NAICS Code	
11	Originating Office	
12	FPDS NG	A PIID should be displayed
13	Report to FPDS as a Stand-alone Contract	If this is a Contract with DO/TO's, No will be displayed.
14	Invoice Approving Official	
15	Program Official	
16	Specialist Official	
17	Credit Card Purchase	
18	Subject to Retention	
19	Approved Financial Exception	
20	SBIR-STTR Award	
21	Safety and Health Clause	
22	Facilities Management Contract	
23	OSTI Deliverable	
24	<b>Text</b>	
25	Description	Description should contain at least 5 characters
26	Notes	May contain text regarding source data.
27	<b>Payment Terms</b>	Verify that a term is selected
28	<b>Reconstructs</b>	



29	Mask	# ( <i>Modification</i> ) should be displayed if the original contract was modified
30	Last Modification #	Verify against award status sheet and/or hardcopy award
31	Initial Amount	May or may not have a value
32	<b>Items</b>	Verify the # of items. Click on item #.
33	<b>General</b>	Based on the type of award (i.e., time and materials, indefinite quantity), the fields that are displayed differ.
34	Description	
35	Product/Service Code	
36	Qualifier	By Dollars or By Quantity
37	Period of Performance	
38	Amount/Cost	Amount of Item should equal the Award Amount
39	<b>Additional Info</b>	
40	Invoice Matching	Not Required
41	<b>ShipTo / Acct</b>	Multiple ShipTo's may be displayed. The ShipTo Values equal the Award Amount.
42	Click on each ShipTo code	
43	Verify Amount/ShipTo Value/Quantity	
44	Verify Delivery Date or Days After Award/Notice to Proceed/Receipt of Order	Only 1 of the following is required: POP, Delivery Date or Days After Award/Notice to Proceed/Receipt of Order
45	Click Edit to verify the Accounting info, i.e. AFF's	
46	Click Submit to go back to the Delivery Location / Accounting Detail screen	
47	Click Submit to go back to the ShipTo / Acct screen	
48	<b>Funding</b>	Incrementally Funded is selected
49	<b>Reconstruct</b> (at Line Item level)	Verify Initial Quantity and Initial Amount
50	<b>Validations</b>	Validates Line Item information
51	<b>Return</b>	
52	<b>Vendor</b>	Verify Vendor name and DUNS
53	<b>Invoice and Payment</b>	Skip
54	<b>Validations</b>	
55	<b>Status History</b>	Check the status of the award.
56	<b>Navigator</b>	Check to see if there are any associated documents.
57	<b>Return to Home</b>	